

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
ANNUAL CDBG HOUSING PROGRAM INCOME CERTIFICATION
CALENDAR YEAR END 12/31/_____

(To be completed at end of each calendar year and submitted by
February 1st of each succeeding year)

Grantee Name: _____ Grantee Organization Number: _____

Most Recent CDBG Grant #: _____

- 1) Total program income (PI) balance from previous year \$ _____
- 2) Total CDBG program income earned this calendar year (CY) \$ _____
- 3) Total CDBG program income expended this CY \$ _____
 - a. PI Administration expended this CY (20% Maximum) \$ _____
- 4) On an attachment, list projects funded by program income by address, type of activity, i.e., Homeowner Rehabilitation, Emergency Repair Assistance, Replacement Housing, etc.; and, amount of program income expended (list administration as a >lump sum= separate from projects).
- 5) *Balance of PI "on hand" as of 12/31/_____* \$ _____

NOTE: For current grantees, program income from January 1st to December 31st reported herein must match the program income amounts reported in Quarterly Progress Reports (QPRs) for CY ____. If Program Income was previously remitted to MSHDA, please indicate date(s) of remittance and amount(s) on comment line(s) below.

Comments: _____

I hereby certify that the various amounts of program income reported above for the calendar year are true and accurate to the best of my knowledge.

Signature: _____ Date: _____

See next page for instructions.

**ANNUAL PROGRAM INCOME CERTIFICATION
INSTRUCTIONS FOR COMPLETION**

1. In the event a grantee has a balance 'on-hand' coming into the calendar year (CY), report the figure on line 1.
2. CDBG program income earned and expended is to be reported for the CY from January 1st to December 31st of each year--not a grantee's fiscal year. These amounts should be reported on lines 2, 3, and 3a.
3. To answer line 4, expenditures must be reported on an attachment by address, activity, and amount. Administration is to be reported separately and may not exceed 20 percent of program income expended in a CY.
4. To calculate your PI balance (line 5), use the following formula: Line 1 + Line 2 - Line 3. (Line 3 should include the amount given for line 3a.)
5. In the event a grantee has multiple CDBG grants (either open or closed), which are generating program income in a given year, all CDBG program income receipts and expenditures should be aggregated and reported on the Quarterly Progress Reports for the most recent/newest CDBG grant and the certification must reflect the aggregated total for the CY.